

Clerical and Office Group
Office Machine Operation Series

PHOTOCOPY OPERATOR

08 / 91

Summary

Under close supervision, operates photocopy equipment to reproduce single or multiple copies of material as requested by copy center users; performs related duties as required.

Typical Duties

Receives material from Copy Center users and ascertains the quantity and quality of duplicates needed and required delivery schedule; completes work order; estimates and prepares charges for using departments.

Selects appropriate machinery, makes adjustments for size and density of originals; reproduces copies, and sorts, collates, or staples them as specified.

Prepares completed orders, places them in designated area and delivers to users at window.

Cleans and maintains duplicating and copying machinery and makes minor repairs and adjustments; requests service from dealer when required.

Operates paper cutter and binding machines and other machine.

Orders, receives and inspects supplies; maintains records relating to Copy Center utilization and prepares required reports.

Minimum Qualifications

Training and experience: Graduation from high school or G.E.D. and two years' experience in copy center or print shop; or an equivalent combination of education and experience.

Knowledge, abilities and skills: Good knowledge of photocopying equipment including setup, routine maintenance and minor repair.

Ability to deal effectively with colleagues and copy center users; ability to keep simple records and reports; ability to work under pressure and expedite emergency orders.

Director of Personnel

Department head

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